

## BROADCAST 4180

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TO: Local Directors, Fiscal Managers, Adult Services Program Supervisors and Staff

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SUBJECT: Actions Need to Ensure Compliance with Audit Finding of the Adult Services Program

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The following acronyms are used in this broadcast:

- APA – Auditor of Public Accounts
- ASAPS – Adult Services/Adult Protective Services Information System
- LDSS – Local departments of social services
- POSO – Purchase of services order
- VDSS – Virginia Department of Social Services

The purpose of this broadcast is to provide direction to local departments in complying with two recommendations made by the state Auditor of Public Accounts following a routine Adult Services Program audit conducted last fall. The following describes the audit points and the procedures required for compliance.

### **I. Establish Control Mechanisms for Adult Services Payments.**

The APA recommended that VDSS require LDSS to take steps to ensure the propriety of payments for home-based services. In response, LDSS are directed to:

- 1) Review Volume VII, Section I, Chapter G, “Purchase of Services,” which requires the verification of the client’s eligibility prior to authorization of purchase of services. Social Workers must document the client’s eligibility in ASAPS and ensure that the POSO does not extend beyond the re-determination date entered in ASAPS.
- 2) Route all vendor invoices for home-based services to the appropriate social worker for review and approval prior to authorization of payments. (Chapter G, Section 7, page 13)

### **II. Strengthen & Ensure Compliance with Policies and Procedures for Local Adult Services Programs**

The APA found that some LDSS are offering clients only existing home-based care contractors or previously approved agency providers of home based care-services. This practice is in violation of Adult Services policy requiring that the client or his representative be offered a choice of providers (Volume VII, Section IV, Chapter D, “Long Term Care Services, number 2.4.2). LDSS are reminded that:

- 1) If the client or his representative nominates an individual as a provider, including a family member, the LDSS must honor that choice if the nominated individual applies for approval as a home-based care provider and meets all applicable standards as an agency-approved provider of the types of services needed.
- 2) To ensure that LDSS verify the accuracy and validity of caregiver payments, VDSS will establish procedures requiring that home-based care providers complete a two-part time sheet. One copy of the timesheet will go to the vendor and the other will go to the LDSS to be used to reconcile vendor invoices. Until this procedure is established, LDSS must ensure that all vendor invoices for home-based services are routed to the appropriate social worker for review and approval prior to authorizing payments.